

COMPENSATION & BENEFITS

COMPENSATION: \$160,862 — \$243,478 annually. The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

BENEFITS PACKAGE:

Retirement Plan - The successful candidate will be eligible for participation in a contributory defined benefit plan. Details will be provided upon request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. Details on the program will be provided upon request.

Cafeteria Benefit Plan - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

Non-Elective Days - Ten (10) paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - Employees may contribute up to \$200 per month tax-free to a Health-Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401K) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Deferred Compensation Plan (457) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Holidays - Eleven paid (11) days per year.

SOCIAL SECURITY ACT OF 2004: Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

SELECTION PROCESS

Qualified candidates are invited to submit a cover letter and comprehensive resume detailing their knowledge, skills, and abilities relevant to this position.

Resume packets must include all of the following:

- For professional experience, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, if any, scope of management responsibilities, functions managed, and dates of employment.

Please be sure to include salary information.

- Names of schools, colleges or universities attended, dates attended, degrees earned, and field of study. **Please enclose verification of degree, licenses and certificates together with the resume.**

Each candidate's background will be evaluated on the basis of information submitted to determine the level and scope of the candidate's preparation for this position.

Information submitted must clearly show that the candidate meets the **Minimum Requirements** and the **Desirable Qualifications** of this recruitment announcement.

Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Executive Officer for final selection.

NOTE: A background investigation will be completed on the candidate selected for this position.

HOW TO APPLY

This recruitment will be open from November 2, 2016 through November 8, 2016. Please click the following link to submit your application, and upload your cover letter, resume, and verification of degree and license:

[**APPLY HERE**](#)

For additional inquiries, please contact:

Alejandra Hinojosa
Executive Office of the Board of Supervisors
Human Resources Division
(213) 974-1421

Email: BOS-ExecutiveRecruitment@bos.lacounty.gov

An Equal Opportunity/ADA Employer



County of Los Angeles Career Opportunity



The County of Los Angeles is accepting resumes for

CHIEF DEPUTY, EXECUTIVE OFFICER, BOARD OF SUPERVISORS (UC)

Annual Salary: \$160,862.40 - \$243,478.32(MAPP R17)

***Restricted to employees of the
Executive Office of the Board of Supervisors ONLY***

Filing Period: November 2, 2016 – November 8, 2016

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are thirty-one appointed positions that report directly to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-four major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2016-17, the County has an annual budget in excess of \$28 billion and funding for over 108,000 positions to serve its diverse population.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management, and other administrative services. In addition, the Executive Office supports and staffs various County commissions, committees, and task forces. The department has a budget of \$129 million, and includes funding for approximately 400 budgeted positions.



POSITION OVERVIEW

The position of Chief Deputy Executive Officer, Board of Supervisors (UC) reports directly to the Executive Officer of the Board of Supervisors. The position is distinguished by its operational responsibility for assisting the Executive Officer in the administration of the Executive Office of the Board of Supervisors with particular responsibility for day-to-day operations of all administrative, fiscal, and budgetary functions of the department.

The position is also responsible for maintaining effective public relations with the Board of Supervisors and its staff, other County and non-County departments, agencies, commissions, and the public.

The Chief Deputy Executive Officer, BOS is expected to report on the departmental activities in a timely and comprehensive manner.

He or she should have strong interpersonal, oral and written communication skills in order to effectively interact with public officials, executive management, technical staff, and a variety of stakeholders both inside and outside the department.

The candidate should also possess the ability to prioritize issues and resources, encourage accountability, and be outcome-driven.

This individual should be a confident leader who "sees the big picture," is objective and transparent, and committed to the highest ethical standards. He or she must foster an atmosphere of innovation, and creativity, such as developing efficient technological solutions.



KEY RESPONSIBILITIES

The Chief Deputy Executive Officer's duties include, but are not limited to, the following:

- Oversees the formulation, implementation, and execution of departmental administrative policies.
- Assists in the oversight of the planning, preparation, and implementation of the department's Strategic Plan.
- Develops, and implements management concepts, objectives, policies, projects, and systems for carrying out the work of the department, and may assume immediate direction of a major departmental function, as the need occurs.
- Analyzes, evaluates, and recommends changes in proposed and existing legislation affecting department program services, in conjunction with fiscal management and program units.
- Directs the preparation and administration of the department's annual budget, and participates in negotiations with representatives of the Chief Executive Office.
- Directs the human resources activities for the department; the payroll services for the Board of Supervisors, client County departments, Commissions, and other entities; and support services for Countywide special events sponsored by the Board of Supervisors.
- Directs the fiscal, accounting and procurement for the Board Offices, Executive Office, and client County departments, Commissions and other entities.
- Oversees departmental budget expenditures and recommends to the Executive Officer the reallocation of budget appropriations, and expenditures, as necessary.
- Directs the development and administration of contractual agreements for services to the Board Offices, Executive Office, and client County departments.
- Conducts and prepares special studies and reports as directed by the Executive Officer.
- Assists in maintaining effective professional relationships with Board Offices, other County departments, governmental agencies, and the public.
- Acts as Executive Officer in his/her absence.

MINIMUM REQUIREMENTS

A Bachelor's Degree from an accredited college or university, **AND**

Seven (7) years of executive management experience in an administrative capacity* and demonstrated knowledge, skills, and abilities required in managing an organization. Such management experience must include at least two of the following functions: directing budget, personnel, fiscal, and information systems.

***Administrative Capacity** – defined as the overall executive management of an organizational division, including responsibility for the development of procedures, budget preparation, the direction of supervisory employees, and participation in policy formulation.

LICENSE:

A valid California "Class C" driver license or ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

A Master's Degree or higher from an accredited college or university in Public Administration, Business Administration, or a closely related field.

Experience developing long-term strategic goals and objectives for a public sector organization.

Experience presenting information orally to commissions, boards, or similar organizations.

Experience establishing and maintaining liaison with legislative bodies; governmental jurisdictions; agencies, commissions, and public and private interest groups; and representatives of the media.

Extensive knowledge of government processes, procedures, and policies at the local, State, and Federal level.